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ANNUAL DATA COLLECTION 2008-09

TABLE OF CONTENTS

DUE DATES:

To County Superintendents: Tuesday, 10/21/2008

To Office of Public Instruction

Accreditation Division: Tuesday, 10/28/2008

This Table of Contents lists all the forms and reports included in this year's Annual Data Collection (ADC) mailing. With the exception of the Nonpublic School Enrollment form, all forms can be completed electronically on the Office of Public Instruction Web page <http://data.opi.mt.gov/IRIS/>. These data are being gathered to meet reporting requirements for the Montana Legislature, the Board of Public Education, and the Office of Public Instruction. The information will be used for accreditation purposes, special education purposes, statewide education profile, federal reporting and other reporting purposes. Montana statutes require that schools be accredited in order to receive state funding. Carefully note the items listed below and their reporting levels.

To be completed by COUNTY SUPERINTENDENTS for the 2008-09 school year and returned to the OPI.

Form Name	Report Level	Description
<ul style="list-style-type: none">Nonpublic School Enrollment	County	This county level report is sent to County Superintendents only. It consists of an annual report of nonpublic school enrollment.

To be completed by SPECIAL EDUCATION COOPERATIVES for the 2008-09 school year and returned to the OPI.

Form Name	Report Level	Description
<ul style="list-style-type: none">Coop Authorized Signature and Checklist	SE Coop	Authorized signature and checklist to confirm complete submittal.
<ul style="list-style-type: none">Special Education Coop Personnel Report	SE Coop	Assignment of special education cooperative personnel.
<ul style="list-style-type: none">Personnel Recruitment and Retention Report	District	Yearly survey on recruitment and retention of personnel.

Please turn over for a listing of the packet's remaining forms which need to be completed at the district and/or school level

To be completed at the DISTRICT AND/OR SCHOOL LEVEL for the 2008-09 school year and submitted to the OPI.

Form Name	Report Level	Description
Organization Setup	District/School	Reporting of pupil instruction time and days.
Annual Data Collection—Personnel	District School	Assignment of district administrative personnel. Assignment of teachers and specialized school personnel.
Accreditation Data	School	Reporting regarding compliance with accreditation standards.
Pupil Instruction-Related Days	School	Reporting of the first and last day pupils attend school and pupil instruction-related days (PIR).
Alternative Education Programs	School	Reporting of alternative education programs to serve at-risk students.
Indian Education	School	Reporting of district efforts to implement the requirements of MCA 20-1-501 and Indian student achievement.
Technology Use Report	School	Report to assist OPI in planning future staff development and technical assistance delivery options across the state.
Personnel Recruitment & Retention Report	District	Yearly survey on recruitment and retention of personnel.
Distance Learning Report	District	Information about use and delivery of distance, online, and technology-delivered learning.
Testing Coordinators	District	This person is responsible for the successful communication, coordination, and execution of spring CRT testing.
Dual Enrollment Opportunites	District	Report identifies districts which provide dual enrollment opportunities and gathers information about these programs.
Authorized Signatures and Checklist	District	Authorized signature and checklist to confirm completed ADC submittal.
08/08		